Bureau of Corporations, Elections and Commissions

Department of
the Secretary of State

Matthew Dunlap
Secretary of State

Julie L. Flynn
Deputy

To: Municipal Clerk or Registrar of Voters
From: Office of Secretary of State, CVR Data Conversion Team
Re: Manual Entry of Voter Records and Request for Payment
Date: August 11, 2006

As the HAVA Project quickly moves forward, we would like to thank those municipal officials who have already reviewed their street address libraries and prepared them for submittal. The street address library review is only part of the project. The next step in the Central Voter Registration (CVR) project is the conversion of your voter data into the new CVR system (which is also called *ElectioNet™*).

To facilitate data conversion for your municipality, we have provided an interim data entry tool, for use in entering, reviewing and updating voter records for all active and inactive voters currently on your voter list. The accuracy of your voter data will depend heavily on having a complete and accurate street address library available. So, if you have not completed your address library review, please do so as soon as possible. Once you have entered your voter records into the interim data entry tool, following the enclosed instructions, the CVR Data Conversion Team will conduct some additional conversion activities to put your data into the final format needed for *ElectioNet™*. While those activities are occurring, you will receive training, and then will be notified of the date that your municipality "goes live" on the CVR.

Please review the enclosed *Instructions for Using the CVR Interim Data Entry Tool* carefully and begin to enter your voter records without delay. Unless we have asked your municipality to be part of the CVR pilot, we will need you to complete data entry by September 11th. If due to staffing constraints or other circumstances, you are unable to complete data entry by this deadline, please let us know as soon as possible.

We value your time and appreciate the effort you are putting forth to help us complete this project. To help defray the cost for this work, we will pay your town fifty cents per voter record that you enter using the data entry tool. To request this payment, after you have finished your data entry and have notified us, you will need to copy the enclosed *Request for Payment for Data Entry of Voter Records* onto your municipal letterhead, and complete and submit the form as indicated. (Alternatively, if you do not have municipal letterhead, you may affix or emboss your municipal seal to the top of the document.)

We are scheduling *ElectioNet™* training sessions, at regional sites across the State, beginning on August 28th and continuing through mid-October. You will be notified soon about when and where your training will take place. This training will include basic voter record entry into the system, voter record maintenance, and additional information about *ElectioNet™*. If you cannot attend the scheduled session, please call Johnnie Meehl at 207-624-7648 or email Johnnie.Meehl@maine.gov or Lisa Blake at 207-624-7637 or email Lisa.Blake@maine.gov.

If you have any questions or concerns about the data entry tool or the data entry project, please call Paul LeMont at 207-626-8492 or email him at Paul.Lemont@maine.gov .

Thank you for your continued support of this important project!